

RESTRICTED

4 February 1948

MEMORANDUM FOR: Personal Assistant to the Director
Chief, Advisory Council
Assistant to the Executive Director
Chief, ICAPS
General Counsel
Executive for Inspection and Security
Chief, Management Branch, AAM

SUBJECT: Procurement of Supplies and Services

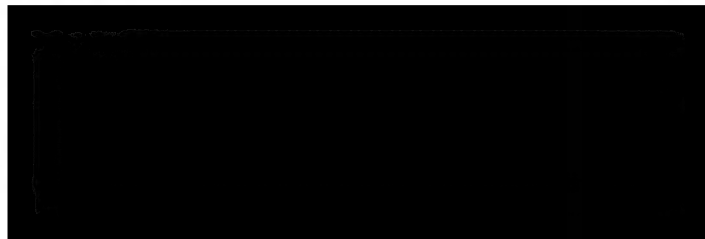
25X1A 1. [REDACTED] Services Branch, AAM, has been relieved from duty at North Interior Building, and will not be replaced by a Services Branch representative.

2. The Chief, Services Branch, AAM, is charged with maintaining an adequate supply of office supplies in the Executive Registry for the use of OIA activities located in North Interior Building.

25X1A 3. Procurement of other services heretofore performed by [REDACTED] is now charged to each activity concerned. Attached is a directory indicating appropriate contacts and forms required for procurement of services from the Services Branch, AAM. Emergency services can be obtained quickly by telephone request to the appropriate Services Branch activity, to be confirmed later, if necessary, by proper form or other type of request for service.

4. Failures in service should be reported directly to the Executive for AAM for corrective action.

25X1A



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Directory of Contact Points

Copy to:

Chief, Services Branch, AAM

RESTRICTED

SERVICES BRANCH
DIRECTORY OF CONTACT POINTS

<u>ACTIVITY</u>	<u>CONTACTS</u>	<u>UNIT.</u>	<u>ROOM NO.</u>	<u>FORMS REQUIRED</u>
OFFICE OF THE CHIEF	25X1A		200 North	
REPRODUCTION DIVISION			202 North	Form 36-2, "Reproduction Requisition to be submitted in duplicate.
TRANSPORTATION DIVISION			201 North	Form 34-5, "Request for Domestic Travel Order", to be submitted in one copy only. (This form also used for requests for amendments to Travel Orders). Form 36-23, "Request for Overseas Travel Order", to be submitted in duplicate. Form 36-4, "Request for Overseas Shipment of Cargo", to be submitted in one copy only. (For use in requesting shipment of cargoes, including personal effects, for Offices other than OSC).
Motor Pool Section	25X1A			
Maintenance of Vehicles			Hossllyn Garage	
Official Car and Chauffeur Service			Garage, Rear of Quo Bldg.	

ACTIVITY

25X1A

CONTACTS

EXT.

ROOM NO.

FORMS REQUIRED

25X1A

SUPPLY DIVISION

Procurement Section

**Processing Unit
(Requisition Control)**

Contract Section

Telephone Section

**Real Estate and
Utilities Section**

**Typewriter Repair
Shop**

**Storage & Issue Section
(Rosslyn Warehouse)**

**Office Supplies and
Equipment**

214 North

215 North

212 North

214 North

335 South

208 North

4 North

Rosslyn Whse.

Rosslyn Whse.

Form 36-7, "Request for Supplies, Equipment, or Service", to be submitted in triplicate, except when for cargo shipments - then in quadruplicate.

Memorandums are required for requesting office moves, electrical work, maintenance and repairs. Cleaning of offices, heating, lights, and building services may be requested by telephone.

Form 36-7, "Request for Supplies, Equipment, or Service", to be submitted in triplicate, through Processing Unit, 212 North Bldg.

Form 36-7, "Requisition for Supplies, Equipment, or Service", to be submitted in triplicate. (Requisitions for expendable office supplies are sent directly to Storage & Issue, while requisition for non-expendable office equipment are forwarded through the Processing Unit, 212 North Bldg.)

<u>ACTIVITY</u>	<u>25X1A</u>	<u>CONTACTS</u>	<u>EXT.</u>	<u>ROOM NO.</u>
PROPERTY CONTROL DIVISION				205 North
CENTRAL RECORDS DIVISION				113 South
Executive Registry				7104 FWA
Administrative Files				110 South
Information Distribution Section (Intelligence Recording Unit)				117 South
Messenger Service				103 South
Courier Service - 100 ft and below				108 South
Courier Service - 100 ft and above				112 South

FORMS REQUIRED
25X1A